

## FOOTNOTES TO FEE SCHEDULE

1. The applicant shall pay all consultant fees associated with environmental analysis of the project, including the actual cost of staff time and consultant time. In addition, the applicant shall pay a Fish and Game fee for an environmental impact report prepared pursuant to Section 21151 of the Public Resources Code, unless waived. The Fish and Game fee may be waived for projects determined through findings of *de minimus* impact to have no potential for causing adverse impacts on fish and wildlife. Upon completion of the initial study, the applicant will be notified whether such findings have been made.
2. All negative declarations and EIRs filed with County of San Mateo shall require an additional fee as established by County of San Mateo.

## GENERAL SCHEDULE FOR APPLICATION REVIEW

*(Schedule for Categorically Exempt Projects only)*

1. **From Date of Submittal – A letter of Review will be mailed within (30) days:**
  - a. The application will be deemed Complete and scheduled for the next available Architectural Review Committee hearing (a maximum of five (5) applications per hearing) OR
  - b. If more information is needed, Planning staff will send a letter of “Incompleteness” and list any application requirements that were not included at time of initial submittal.
2. **Architectural Review Committee Hearing:**
  - a. Applicant/Owner shall attend their scheduled hearing. Architectural Review Committee meetings are typically held on the second Thursday of each month, beginning at 6:00 PM.
  - b. Three (3) members of the Planning Commission, Planning Staff and the Applicant/Owner will meet for design review of the project.
  - c. Any recommended changes by Staff or the Architectural Review Committee will be forwarded to the Applicant/Owner along with a copy of the ARC minutes for reference.
  - d. With a favorable review from the Architectural Review Committee, Applicant/Owner shall submit revised plans to Planning staff within two weeks in order to be scheduled for the next available Planning Commission Hearing (a maximum of five (5) applications per hearing). Any delay in plan submittal may result in a later Planning Commission Hearing.
  - e. If significant changes in the design are recommended at the hearing, the Applicant/Owner may need to resubmit plans for an additional Architectural Review Committee hearing. Scheduling for the next hearing will be set up on a case-by-case basis depending on the scope of change that is requested.
3. **Planning Commission Hearing:**
  - a. Applicant/Owner shall attend their scheduled hearing, typically held on the 3<sup>rd</sup> Tuesday of each month, beginning at 7:00 PM.
  - b. Upon approval and end of the 10-day appeal period, a copy of the project’s Summary of Hearing will be forwarded to the Applicant/Owner for signature. The Summary of Hearing must be returned within 30 days of approval.
  - c. Applicant/Owner shall obtain a Building Permit within twelve (12) months of Planning Commission Approval.

## APPLICATION REVIEW PROCESS

Planning applications require varying degrees of review, as specified by the Zoning Ordinance. The following table summarizes the review requirements for common types of applications. Please contact the Planning Division for further details on the review process for your application.

Architectural Review Only	Planning Commission Only	Architectural Review and Planning Commission
<ul style="list-style-type: none"> <li>• Architectural Review Permit</li> <li>• Minor Modification</li> <li>• Sign Permit Deviation</li> </ul>	<ul style="list-style-type: none"> <li>• Conditional Use Permit (Commercial)</li> <li>• Temporary Use Permit</li> <li>• Parking Exception</li> <li>• Development Agreement</li> <li>• General Plan Amendment</li> <li>• Zone Change/Code Amendment</li> </ul>	<ul style="list-style-type: none"> <li>• Conditional Use Permit (Residential)</li> <li>• Variance</li> <li>• Planned Development</li> <li>• Planned Unit Permit</li> <li>• Planned Development Permit</li> </ul>

### ARCHITECTURAL REVIEW COMMITTEE

**Residential Projects:** For projects requiring a use permit and/or variance, the application will be forwarded to the Planning Commission upon the recommendation of this Committee. If an application requires further review by the Committee (e.g., to review revised plans), it will be continued to the Committee's next meeting. Applicants may proceed to the Planning Commission without a favorable recommendation from the Committee, although this increases the likelihood of having the application denied and/or delayed.

**Commercial Projects:** Architectural review is only required for new buildings and exterior changes that would be visible from a public right-of-way.

### PLANNING COMMISSION & APPEAL PROCESS

The Planning Commission may postpone review of an application if it needs additional information to take action. Planning Commission actions are not final until completion of the ten (10) day appeal period. A fee is involved with any appeal application. In addition, the Mayor or any member of the City Council may request that a Planning Commission application be called up to the City Council.

## SUBMITTAL GUIDELINES

Applicants should meet with Planning Division staff prior to submittal in order to ensure compliance with these guidelines and avoid delays. Applicants are encouraged to make the initial submittal in an electronic format, but please discuss it with a staff member prior to submittal.

### SUMMARY OF REQUIRED MATERIALS

1. Completed application form, including owner's signature. (Include pages 1, 5 and 6 of this packet.)
2. Architectural plans prepared in accordance with the Plan Checklist below
3. Application fees
4. Brief written description of proposed green building techniques.
5. Applicant's Support Statement (not required for single-family residential additions)
6. Stormwater treatment information may be required, discuss this topic with a staff member
7. Other materials as required by staff
8. All application materials saved to a CD in PDF format

### PLAN CHECKLIST - Please check the boxes below to ensure a complete submittal

#### 1 QUANTITY

- Full-size plans shall be stapled and folded to approximately 8.5" x 11". If project will be heard first by the Architectural Review Committee, provide five (5) sets of plans. If the project will only be heard by the Planning Commission, provide eight (8) sets of plans. The initial submittal may be made electronically if you discuss it with a staff member in advance. Additional plan sets may be required due to revisions during the review process.
- One (1) complete set of 8.5" x 11" reduced plans
- One (1) color and material sample board
- One (1) Brief written description of proposed green building techniques.

#### 2 SITE PLAN

- Scale (1/8" = 1' or similar) and north arrow
- Property lines with dimensions. Show the entire lot on one sheet. Note that lots are typically set back several feet from the sidewalk (contact Planning Division staff for setback).
- Existing and proposed buildings and structures. Indicate the use of each structure, dimensions, and distances to property lines. Identify new construction by shading or similar means.
- For two-story projects, show approximate locations and setbacks of neighboring buildings.
- Roof plan showing slopes and eave widths
- Driveways, parking areas, paths and walkways, and any other impervious surfaces
- Rights-of-way and easements
- Significant trees and landscape features. Indicate tree name, trunk diameter, drip line, and intention to remove.
- Project data: (a) lot size in square feet; (b) existing and proposed lot coverage; (c) floor area of existing and proposed buildings; (d) number of covered parking spaces; and (e) impervious surfaces in square feet.
- Legend: (a) project address and description; (b) names, addresses and phone numbers of architect/designer and applicant; (c) date of preparation and any revision dates
- Projects that create or replace 10,000 square feet or more of impervious surface must show preliminary stormwater treatment measures. (Discuss this requirement with a staff member in advance.)

**3 FLOOR PLANS**

- Scale (1/4" = 1' or similar)
- Include existing and proposed plans.
- Identify existing walls to remain, walls to be demolished, and new walls.
- Identify use of each room (e.g., living room, kitchen, bedroom, garage, etc.).

**4 ELEVATIONS** — *Drawings of all sides are required, including those with no proposed changes.*

- Scale (1/4" = 1' or similar)
- Include existing and proposed elevations.
- Label each elevation by its orientation (e.g., north, south, front, rear)
- Label and accurately depict siding and roof materials, trim, windows, doors, gutters and downspouts, and other features such as stairs, balconies, chimneys, and vents.
- Indicate maximum building height (see Municipal Code 12.80.245 for definition).
- For commercial projects, show all signage, including freestanding signs with height and dimensions.

**5 COLOR AND MATERIAL SAMPLES****6 LANDSCAPE PLAN**

- Scale (1/8" = 1' or similar) and north arrow
- Existing and proposed trees, shrubs, and ground cover. Include street trees.
- Landscaping features such as planters, paved areas, furniture, and water features
- Plant schedule with the following: (a) Latin and common names; (b) gallon/box size; (c) quantity; (d) mature height and spread; (e) years to maturity; (f) plant characteristics.
- Irrigation lines
- For commercial projects, show all exterior lighting

**7 ADDITIONAL INFORMATION** — *Depending on the project, the following may also be required:*

- Colored elevations and/or renderings
- Cross-sections of buildings and/or site
- Photographs and/or photo simulations
- Stormwater treatment information, which may include: Project Applicant Checklist for NPDES Permit Requirements, Impervious Surface Data Collection Worksheet, Hydromodification Management Applicability Worksheet, and/or preliminary plans for site specific treatment measures.

**GENERAL NOTES**

1. No permit(s) issued pursuant to this application will grant any right or privilege to use any building or land contrary to the provisions of law or any ordinance of the City of San Bruno. All provisions of law governing the use of buildings and land shall be in force whether specified or not.
2. Approval of this application does not constitute approval from the San Bruno Building Division or the Public Works, Police, or Fire Departments, whose approval must be secured separately after planning approval.
3. The City of San Bruno has specific requirements concerning the collection and storage of recyclable materials (Ordinance 1524) and a Transportation System Management Program (Ordinance 1532), which apply to certain types of projects and land uses. Contact Planning staff to find out if these requirements apply to your project.
4. Residential and commercial construction projects that involve a new building, or an addition to an existing building, are subject to San Mateo County school impact fees. For further information please contact the Community Development Department or the local school district.